App. F. IX-4

*Previous References.* 1943: '44 ( PIS )

File No. 90-43

Serial Nos. 1, 2, 3, & 4

*Later References.* PRESERVED (D-23)

# GENERAL AND REVENUE SECRETARIAT

*Serial Nos.* Four

**Part B for** Feb '45

**SUBJECT**

Economy in the use of paper and Stationery articles—

S/4 O.M. No. M 2500-68/PIS dt 22.9.'44

Issues further instructions—

To

The Secretaries to Govt
The Heads of Depts
The DC's of Dists
The Pols Dist Bds Bro's &c
The Supdt C.P. Press,

MJC pm 16 121

Economy in the use of paper & Stationery articles

6269 /65

~~Continuation Sheet.~~ File No. P/S

Current No. of 1943-44 Page. 1.

✓ 6269 M.

Memo. No. D.F. 352-40/G.&A. dt 27-5-44 forwarding thereunto copy of Office memorandum issued by the Controller of Stationery & Printing, India, New Delhi, regarding economy in the use of paper and Stationery articles.

1) Minutes of the Minister for Education on the P.M.D. —— "Please ask the Supdt. Govt. Printing, what suggestions he would make in the light of the office memorandum sent with the Residency letter so as to economise printing & use of Stationery articles."

2) Submd. with a dft for approval.
dt 3/6/44.
GS 3/6

2) Done
MQ
3/6

TYPE SECTION
5 JUNE 1944
GEN. 3

Issued No M 10059/P.S dt 8.6.'44. to the Supdt. G.S. Requests him to furnish suggestions in the light of the memorandum issued by the Controller of Print & Stty as to on the subject

Letter No S.5561 dt 15-6-1944 from the Supdt. Govt. Stationery furnishing the information called for.

3) Submd. This will be sent to the Fl. Branch, if approved, for kindly putting up the collections referred to.
dt 22/6/44. H Sen
GS 22/6

Approved and ~~official memorandum~~

Economy in the consumption of paper & other Stationery articles

Continuation Sheet. P.S. File No. / Current No. of 1943-44 Page. 2

continuation of the economy orders already passed in G.O. No. F.F. 2856-933/PHS 53-42-2 dated 24-11-1942, may be issued on the lines of the Govt. of India O.M. No. 64/W.P.E/44 & 30.3.1944 incorporating the suggestions made by the Supdt. of Stationery in his letter No. S.5561 & 16.6.1944 Vide paras 1 to 10. Submitted for orders.

+ "P"

+ P.W.D I

+ P.W.D II

16/7/44

5) The letter dt 15th June 1944 (PWD II) from the Supdt Govt Stg Bombay is for perusal, with reference to minutes on PWD I -

6) The suggestions of the Supdt Govt Stg may perhaps be accepted and a memorandum on the instructions may be issued accordingly to the Heads of Depts., with one modification relating to statistical submission of reports. In this case Heads of Depts may be requested to investigate the possibility of extending the period of submission & obtain orders wherever reqd.

(Gen' Secy) MDS 8/7

dft

7) There can be little doubt that there is still a good deal of waste of paper and stationery in Govt offices & I think all the suggestions made by

Re: Economy in the use of paper & stationery articles.

6585

Continuation Sheet. P/S File No. 90-43 Current No. of 1943-44. Page 3

The Suptd may be accepted

Mr Edn Secretary) by 8/7 MOR 14/7

(8) [signature]

9) MOR 18/7/44

MOR 18/7

10) Sd. with addl. a.n. for approval.

CS 16/8/44

11) Please put up a Consolidated Typed Sft as proposed immediately. (This has been delayed very long inspite of my reminding the Suptd & the CWO almost every day).

MOR 17/8

12) T-S) SS 17/8

TYPE 17 AUG. 1944 GEN. & REG. SECTT.

Chair delayed for putting up fair Sft? MOR

1966

12). Consolidated typed Sft is put up for approval

CS 2/9/44

SS 2/9

Edn. Secy) MOR 2/9

14) Pl personal before once (Minister Edn) Ans 4/9 MOR

OFFICE OF THE MINISTER FOR EDUCATION Date 4.9.44 No. 1866

15) There has been a delay of 6 weeks in drafting — Very unsatisfactory indeed!

16) The draft may be shown to the Suptd for Punch this remarks, if any, thereafter

17) Send to Secy Addl Secy [signature] 5/9

OFFICE OF THE MINISTER FOR EDUCATION Date 13.7.44 No. 227

WAR'S OFFICE C 297

65 A5/44 [illegible]

Continuation Sheet. File No. / Current No. of Page.

No. no 69/44 45 Dl. 6 9 44

Forwarded with Supdt Govt Pty for remarks if any on the Dft Order in the file. The file may be returned very early.

Sd/- [illegible]
Secretary
for Edn Dept

No. S. 754 Dated 7th September 44.

7/9/44

Retransmitted with compliments:

The official Memorandum of Instructions may be issued to all offices in the State with the following modifications:--

(1) Sub Para (c) under Para 6. (Envelopes) may be retained as the instructions contained therein are useful in opening envelopes &c.

(2) Babul Thorns and Cactus thorns: The last sentance may be modified as follows:--

"Cactus ~~mostly~~ thorns may also be purchased from the Dewan, Puddukotta State at 8 annas per thousand". The price is not Rs. 8/- per thousand but only Re.0-8-0 per thousand.

Further economy proposals are under examination in this office and they will be submitted to Government early.

OFFICE OF THE [illegible] FOR EDUCATION
Date 11.9.44
No. 2044

SUPERINTENDENT, 7/9/44
Govt. Stationery Depot.

For SECRETARY
7 SEP 44

19) Submitted for orders — vide para 16 Supra. Minutes of the Minister for Education.
8/9/44. 20) The word 'Dewan' occurring in the name Puddukotta State has been omitted in para 9 of Conference. If it may be added -

Edn Dept

21) The word Dewan has been added as indicated in the note. Relevant para 6(c) of the draft memo

22) at once please

Recd @ 6-5 pm on 8/9

Heads of Depts. are requested to investigate
the possibility of extending the period of
submission & obtain orders wherever ne-
cessary.

Please Also [Please add this to para 5 L
type]

6269 J. 575

Economy in the use of paper & stationery articles.

P/S. File No.

Continuation Sheet. Current No. of Page 5

23) Trans. dft. put up. for appl

68 9/9/44. Edu - Secy)

MUS 11/9

a/c/v

The Appointments office Paper. goes pts appear reasonable. A draft incorporating their amends is putup

(Musketeers)

Add

11/9 MUS

12/9 Secy

Add

12/9 MUS 12/9

RECEIVED
11/9/44
No. 2039

12 SEP 1944
REV. SECTT.

Sc 4: Issued DM. no M2500-68/PS 8 22.9 '44.

To the Secretaries to Govt
the Heads of Depts
the DCs of Dists
the Pol, Dist Bds Mun Cmrs
the Supdt. G P & G.S.

instructions to further economise the use of paper & stty articles.

Press Secs

Press Secs.
68. 3/10/44

B.
68/2/45

THE OFFICE OF THE HON'BLE THE RESIDENT IN MY
Dated Bangalore, the 27th May 1944.

No.D.F.352-40/G&A

A copy of the undermentioned paper is forwarded to the Secretary to the Government of His Highness the Maharaja of Mysore, General Departme..., angalore, for information.

for SECRETARY TO THE RESIDENT.

OFFICE OF THE MINISTER FOR EDUCATION
29-5-44
No. 7689

Office memorandum from the Controller of Printing and Stationery, No.64/WPE/44, dated the 30th March 1944.

# OFFICE OF THE
# CONTROLLER OF PRINTING AND STATIONERY, INDIA.

No. 84/WPE/44. New Delhi, the 30th March, 1944.

## OFFICE MEMORANDUM.

*Subject:—Economy in the use of paper and other stationery stores.*

The following further economy measures are to be adopted by departments and offices of the Government of India.

**Duplicating**. (a) An economy in both paper and effort can be made in many cases by delaying the circulation of non-urgent material until it can be used to fill up space on the urgent circular.

(b) Departments and offices must reduce the number of "duplicated" copies of instructions to the smallest possible quantities by instituting systems whereby each administrative unit shall receive one copy only and circulate it, rather than sections of that unit each receiving a copy. There must be no reduplicating of duplicated or printed matter.

(c) Stencils should be cut in the smallest type possible. The most economical size is the Elite type (12 letters to the inch). In offices where typewriters with this type are available and the volume of duplicating work is considerable, such machines should be set apart, as far as possibe, for cutting stencils. Offices having no small type machines (*i. e.* Elite or Pica) should get into touch, with this office with a view to securing such a typewriter against a new demand or in replacement of a large type machine.

(d) It should be noted that where tabulated matter in single-line spacing throughout would be difficult to read, the introduction of blank line space at regular intervals (say, after every fifth line) will be of great assistance. This style has practical advantages over unrelieved double-line spacing.

(e) Departments and offices in possesion of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with due allowance for 'Spoils' not exceeding 2% of copies duplicated or one sheet of paper per stencil. Spoiled sheets of absorbent or semi-absorbent duplicating paper should be used for testing inking at the commencement of runs. Such sheets may for that purpose be used several times and they may also be used for blotting-off stencils prior to storage.

3 **Correspondence**. (a) For use in the case of short letters *e. g*, in F'cap 8vo ($6\frac{3}{4}'' \times 4\frac{1}{4}''$) departments and officies should consider horizontal typing This has advantages from the typing stand-point, makes for easier reading and if the printed or typed heading is arranged on not more than 2 lines, is at least as economical as the more usual vertical form.

(b) Dispense with covering letters for remittances etc., where the contents explain themselves.

(c) The following further measures are recommended for general adoption:—

(i) The use of spare space on office memoranda and circulars to emphasize econom ructions.

(ii) Endorsing "See Paper Economy Instructions" on documents which do not observe these instructions so that others using the file would notice the comment

4. **Acknowledgments**. The routine acknowledgments of incoming letters etc, should in general be confined to communications containing valuable documents (*e.g.*, deeds, agreements, etc.) or statutory or other notices, the receipt of which it is necessary for the sender to establish important letters replies to which are likely to be delayed, should be acknowledged only on instructions from officers concerned.

5. **Submission of Reports**. It is often possible to extend the period of submission of periodical returns, e. g., daily into weekly, or monthly into quarterly, returns. This should be done wherever possible.

6. **Misdirected Letters**. Some offices ask the writer to communicate again with the proper department or office. Time and paper are saved by passing on such letters

7. **Envelopes**. (a) To reduce further the consumption of small envelopes, departments and offices should use a suitable paper fastening machine for such letters, circulars, etc., as can be sent "postally folded." The machine is obtainable from the Central Stationery Office, Calcutta, on indent in the usual manner. Its use will dispense entirely with envelopes in appropriate cases.

(b) In the case of communications to the public where envelopes would ordinary be enclosed for replies, send instead an economy label with the office address written on it. An instruction as follows may be added to the economy label :—"Use this label with the envelope in which it is sent".

(c) All incoming envelopes received without economy labels must be opened carefully by slitting along an edge. For re-use, an economy label should be pasted over the old address and turned over the open edge of the envelope to be gummed down

8. **Wrapping or Packing Material** A good deal of such material in consumed in offices and departments in sending out parcels or packages. These should be handled and opened carefully at the receiving end so as to cause the minimum damage to the wrapping or packing paper, string, etc., which should be stored away in the despatch room for future use.

P T O

9. **Babul thorns.** Reference this offi ular memorandum No. 49/WSP/43, dated the 5th January 1944. The list of suppliers given is not exhaustive. Supplies may be purchased from any other supplier at equal or more favourable rates.

10. The following additions and amendments to the list of suppliers are notified:—

| Names and address of the firm. | Rate per thousand. | Remarks. |
|---|---|---|
| **Cactus Thorns.** | | |
| The Dewan, Puddukkottai State, Madras. | -/8/ | |
| **Babul Thorns.** | | |
| M/s Aziz & Co., Bazar Lall Kuan, 1170, Roadgaran, Delhi, (Name previously notified, rate reduced.) | -/8/- | |
| M/s I.A. Bundewala (Regd ) Manufacturer's of Eyelets, Hooks, Earings, etc., and Govt. Contractors, Sadar Bazar, Pan Mandi, Delhi. (Name previously notified, rate reduced.) | -/8/- | Free delivery to indentors in Delhi and New Delhi. Postage extra for indentors outside Delhi and New Delhi. |
| Rana and Co., Oriental College of Commerce, 5. Anarkali, Lahore. | -/8/- | |
| The "V" Pin Factory, Blunt Square, Lucknow. | -/8/- | |
| Manak Trading Company, 57, Abdul Aziz Road, Karol Bagh, New Delhi. | -/8/- | |

11 **Pencils** (a) Arrangements have been made for the supply of pencil holders to indenting officers. They will be obtainable from the next finacial year on indent from the Deputy Controller, Stationey, Calcutta, in the usual manner. The issue of pencils in further should be made on the scale of 2 pencils per head per annum. The annual indent on the Central Stationery Office for pencils should be curtailed accordingly.

(b) Pencils should be mended carefully by means of a knife. Penoil sharpening machines cause unnecessary wastage A sharp point is wasteful and generally unnecessary ; the lead should, therefore, be cut as little as possible to show a minimum usable amount of lead only.

12. **Anticipating Additional Demands for paper or Printing**. Whenever a fresh scheme or new departmental procedure is likely to call for any considerable quantity of printing or paper, the Controller of Printing and Stationery, India, should be consulted at as early a stage as possible so that such preliminary planning as can be done may be arranged.

13. **Salvaging usable articles from files to be recorded**. When files, proceedings, etc., are being recorded, care should be taken to salvage tags, pins, flaps, etc , and to return them to the stationery clerk for re-issue.

14. **Use of cut up sheets of Carbons and Typing Paper** Instances have frequently come to notice of larger sheets of paper having been used for official correspondence where smaller sizes should have been utilized in accordance with para 3A(5) of the Labour Department's O M. No. A354, dated the 18th October 1941 (cf. also para 3(a) above and para 15 below). One reason for this perhaps is the supply of typewriting paper and carbons in F'cap folio size only and the ready access of typists to this size. To minimize this waste, departments and offices should see that a reasonable proportion of typing paper and carbons in the typing branch is available to the typist in half and quarter sizes at all times Each typist should have with him at least two half and two quarter sheets of ordinary carbon paper

15. **Note Sheets** In supersession of the instructions contained in paras. 8 and 9 of this office circular memo. No 4/2/41-Spl., dated 13th March 1942, departments and offices are advised that for notes and unofficial correspondence full sized sheets should be used in all cases. Salvaged paper blank one side should, however, be used in preference to clean sheets. For official correspondence, the smallest size of paper should continue to be used as laid down in para. 3A(5) of Labour Department's O. M. No. A354, dated the 18th October, 1941.

16. **Welcoming Suggestions for Paper Economy**. The undersigned will welcome suggestions on paper economy.

R K Mitra

Paper Economy Officer, India.

To

All the Departments of Government of India.

Coronation, 246—600—5-5-44

Appendix F. G.—1]

SUBJECT.....

.....

.....

Section P&S.
File No. 90-43
Serial No. 2

*Diary No. of letter replied to*.....

No. M 10059/ Encl.

To

General and Revenue Secretariat

( )

*the* *194*

The Superintendent
Govt. Printing, Bl'lore.

Date of issue.... 8/6/44

Signed by.... Mr. M.R. Rao.

Sir,

In forwarding herewith a copy of memo No. D.F. 352-40/44A & 27-5-44 with its enclosure from the Secy to the Hon'ble the Resident in Mysore, re: economy in the use of paper & Stationery articles, I am directed to request you to ~~be requested to submit you intimate to this office what suggestio~~ furnish your suggestions you would make in the light of the Office Memorandum of the Controller of Printing and Stationery, India, New Delhi sent with the Residency communicatio

List of enclosures..... from ... 1

Copied by.....

Examined by.....

WD 04161—GPB—60,000—21-10-11

1.D

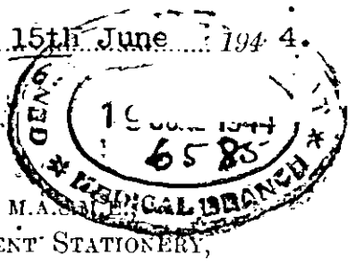
~~circulated above~~ so as to econ-
omise printing & use of stationery
articles

I have etc
MOI
Genl. Secy. to Govt.
GS 3/6/44.

No. S. 5561
Encls.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

*Bangalore, dated* 15th June 1944.



FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.E.E.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.

To

The Secretary to Government of
His Highness the Maharaja of Mysore,
General Department,
Bangalore.

Ref 1696

P&S 96-43-3

SIR,

With reference to your letter No.M.10059/P. & S.96-43-2, dated 8-6-1944 forwarding a copy of memo No.D.F.352-40/G&A dated 27-5-1944 from the Secretary to the Hon'ble the Resident in Mysore, together with a copy of Memorandum of the Controller of Printing and Stationery, India, New Delhi, for suggesting measures to economise printing and use of Stationery articles, I have the honour to state that in addition to economy measures ordered in G.O.No.A.F.2856-933/P&S.53-42-2 dated 24-11-42, the following measures in the light of the Memorandum of the Controller of Printing and Stationery, India, New Delhi, may be adopted.

Duplicating. In para 24 of economy orders dated 24-11-42, issued by the Government of Mysore, it is stated that the offices employing Rotary Duplicators should send to the Superintendent, Government Printing, every month a sample of each of the forms, circulars etc., duplicated by them on their machines, for advice as regards the size to be adopted for duplicating them. In addition, the measures suggested by the Controller of Printing and Stationery, New Delhi in Para 2 (a) to (e) may be adopted by such of the Departments who use Duplicators.

Correspondence. Several economy measures in the use of papers for correspondence have been ordered in G.O. dated 24-11-42. But from the references that are being received in this office, it is observed that many offices are not strictly following the economy order in practice, as several letters are being received typed in Foolscap Folio size paper which could conveniently be typed in Foolscap quarto or Foolscap octavo paper. In addition to economy measures already in force in Mysore Government, the suggestion of the Controller for using Foolscap octavo Paper ($6\frac{3}{4}$" x $4\frac{1}{4}$") for short letters and typing horizontally instead of vertically may be adopted. Also the other measures suggested in Para 3 (b) to (e) may be adopted.

Acknowledgments, Submission of Reports and Misdirected Letters.

The economy measures under these heads suggested by the Controller may be adopted by the Mysore Government also.

Envelopes. Certain economy measures in the use of envelops have been ordered by the Mysore Government in G.O. dated 24-11-42 and to reduce further the consumption of all small envelops, Mysore Government offices may also use the suitable paper fastening machine suggested in Para 7 (a) of the Controller's memorandum. Other suggestions as per Para 7 (b) to (c) may also be adopted.

Wrapping and Packing Material. According to Para 22 of economy orders dated 24-11-42, packing Papers, wrappers etc., of Parcels received should be opened carefully and the material used subsequently The attention of all offices may be kindly drawn to this para of the Government order and the officers directed to carry out the order strictly.

P.T.O.

→ This ascertained will have Cactus thorns



Babul thorns. Pins are being used by all offices in the State. The article is not stocked and supplied by this office, but the same is being purchased from the office contingencies. Babul Thorns may be conveniently used by all officesin place of Pins. Supply of Babul Thorns may be obtained from the Dewan, Puddukkottai State, Madras if the Thorns are not available in the local market.

Pencils. Supply of Pencils has been restricted to 50% of the scale fixed in Stationery Rules as per economy orders of Government. The suggestion of the Controller regarding of Pencils may be circulated to all Government offices for guidance.

Anticipating Additional Demands for Paper or Printing and Salvaging usable articles from files to be recorded.

Several newly created offices in the state indent for the supply of Stationery articles disproportionate to their requirements without obtaining the sanction of Government in the first instance as required by Stationery Rules. The Secretary, General Department may be consulted by the Secretary conveying sanction to the formation of new offices at as early a stage as possible, before sending the indent to this office, so that such preliminary planning as can be done may be arranged.

The suggestion of the Controller of Printing and Stationery with regard to salvaging of Files, Proceedings etc., may be carried out by all Government offices and Pins, tags etc., salvaged may be returned to the Stationery Clerk for re-issue.

Use of cut up Sheets of Carbon and Typing Paper.

Supply is being made by this office of carbon Paper and Typing paper in Foolscap Folio size. The demand for these papers by all offices has considerably increased recently, due, it is stated to increased correspondence consequent on the increase of work. In order to minimise the waste, Departments and offices should see that some quantity of typing paper and carbon paper is supplied to their Typing Branches in half and quarter sizes at all times. The suggestion of the Controller as per Para 14 of the memorandum may be adopted by all offices.

Note Sheets. Instructions have been given in Para 1 to 4 of the economy orders dated 24-11-42 regarding the use of Papers for writing notes atc., The offices may be kindly directed to follow the instructions.

In this connection I wish to point out that several Government offices are demanding additional supplies very frequently and this may generally be due to not observing the economy orders strictly. I request therefore that all offices in the state may be kindly instructed to observe strictly the economy orders issued by Government from time to time.

I have the honour to be,

Sir,

Your most obedient servant,

Superintendent.

16/6

HSS.

15/4

Ex. 306.

THE OFFICE OF THE HON'BLE THE RESIDENT IN MYSORE
Dated Bangalore, the 27th July 1944.

29 JUL 1944 RURAL BRANCH

17

S.D.F.352-40/G&A.

A copy of the undermentioned paper is forwarded to the Secretary to the Government of His Highness the Maharaja of Mysore, General Department, Bangalore, for information.

P.K. Narayana Swamy
for SECRETARY TO THE RESIDENT.

- - - -

Office Memorandum from the Controller of Printing and Stationery, New Delhi, No.99/WPE/44, dated the 3rd July 1944.

TMENT

NCH

File No.

Serial No.

Letter
orandum
legram

No. Dated 19

Office of the
CONTROLLER OF PRINTING AND STATIONERY, INDIA,

99/WPE/44. New Delhi, dated the 3rd July 1944

## OFFICE MEMORANDUM

Subject :— *Abolition of form S-80 : Use of form S-87-Economy Slips* :—

**Abolition of Form S-80, Alphabetical Letter Flags.** As a measure of paper economy, it has been decided to discontinue the printing of form S-80 (letter flags) for the duration of the War. No indent should, therefore, be placed on the Central Forms Store, Calcutta, for these forms. In lieu, unlettered paper slips or off-cuts will be supplied by the Manager, Central Forms Store, Calcutta, on request. The letters 'A B' etc. should be written by the users themselves.

2. **Improper Use of Form S-87, Economy Slip.** Form No. S-87, economy slip is frequently used improperly. The following are instances of incorrect use :—

(a) the slip is sealed on one or both sides of the flap of the envelope in such a way that it cannot be opened without tearing the flap or body of the envelope or both,

(b) the slip is gummed all over instead of only at each end, only at top and bottom, with the same result, and

(c) the flap of the envelope is gummed down and the economy slip stuck over, for appearances only.

3 One explanation of improper use is that peons and duftries who actually handle the slips are often unaware of the correct method of using them. It should, therefore, be the duty of the despatcher to explain the proper method carefully to the inferior staff who handle the *dak*.

4. Spare copies of this memorandum are attached. Further copies, if required, may be obtained from this office.

E. G. Aylmer,

*Controller of Printing and Stationery, India.*

To

All Departments of the Government of India.

Coronation—814—1500—6-7-44.

I don't think there is any use in answering the enquiry. Supdt. Govt. Printing 18/8/44.

1) Subd. This may perhaps be forwarded to the A.O. for remarks in the first instance

Instructions are issued by the Controller of Paper, India, New Delhi,
(1) for the distribution & supply of Letter Pads.
(2) for the proper use of Economy slips

As it is the supply of Letter Pads is not made on a liberal scale & also for want of price & Letter Pad much difficulty & inconvenience being felt in referencing &c

3) The Govt. of India have discontinued the Pad & supply of Letter Pads as a measure of paper economy. It is for consideration if similar action has to be taken here in respect also

Accounts Economy

4) The instructions re the use of Economy slips may be followed here also

5.9.44.
1907. A

Edn. Secy)

6) A/ Under the above

405/mtgm.

Suitable action will be taken & the delay in putting up the case will be explained.

(Mrs Pendse)

Dy Secy (Edn)

Govt. of India
Date 6.9.44.
No. 1907

(8) Dy Secy (Edn)

(9) Dy Secy (Edn) 10/9/44

10) Instructed by the Asst. Secy. to submit this office with D. 6585 after orders issued on the letter 8/9/44

Sales. with D.no. 6585 Linked above.

13/10/44.

PS 90-43-4

OFFICIAL MEMORANDUM.

M2500-68 & 229/44

In view of the prevailing high prices of paper and stationery articles and the difficulty in obtaining supplies due to the present international situation, it has become imperative that utmost economy should be observed in the use of stationery. Instructions have been issued from time to time in the matter of economising the use of these articles. Government, however, consider that there still is avoidable wastage of paper and that this is largely due to adequate attention not being paid to this matter by the heads of offices. In view of the seriousness of the position, the Heads of Departments and other officers are once again requested to bestow their personal attention to this important matter and to effect the utmost economy in the use of paper and other stationery articles; avoiding sending supplementary indents as far as possible

Government direct that the following instructions be adopted to further economise the us of paper and stationery articles.

1. Duplicating:

a. An economy in both paper and effort can be made in many cases by delaying the circulation of non-urgent material until it can be used to fill up space on the urgent circular.

b. Departments and offices must reduce the number of "duplicated" copies of instructions to the smallest possible quantities by instituting systems whereby each administrative unit shall receive one copy only and circulate it, rather than sections of that unit each

each receiving a copy. There must be no reduplicating of duplicated or printed matter.

c. Stencils should be cut in the smallest type possible. The most economical size is the Elite type (12 letters to the inch). In offices where typewriters with this type are avilable and the volume of duplicating work is considerable, such machines should be set apart, as far as possible, for cutting stencils. Offices having no small type machines (i.e. Elite or Pica) should get into touch, with this office with a view to securing such a typewriter against a new demand or in replacement of a large type machine.

d. It should be noted that where tabulated matter in single-line spacing throughout would be difficult to read, the introduction of blank line space at regular intervals (say, after every fifth line) will be of great assistance. This style has practical advantages over unrelieved double-line spacing.

e. Departments and offices in possession of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with the due allowance for spoils not exceeding 2 percent of copies duplicated or one sheet of paper per stencil. Spoiled sheets of absorbent or semi-absorbent duplicating paper should be used for testing inking

inking at the commencement of runs. Such sheets may for that purpose be used several times and they may also be used for blotting-off stencils prior to storage.

2. Correspondence:

a. For use in the case of short letter e.g. in F'cap 8vo ($6\frac{3}{4}$" x $4\frac{1}{4}$") departments and offices should consider horizontal typing. This has advantages from the typing standpoint, makes for easier reading and if the printed or typed heading is arranged on not more than two lines, is at least as economical as the more usual vertical form.

b. Dispense with covering letters for remittances etc., where the contents explain themselves.

c. ~~(i)~~ The following further measures are recommended for general adoption:-

(i) The use of spare space on office memoranda and circulars to emphasize economy instructions.

(ii) Endorsing "See paper Economy Instructions" on documents which do not observe these instructions so that others using the file would notice the comment.

3. Acknowledgements: The routine acknowledgments of incoming letters etc., should in general be confined to communications containing valuable documents (e.g. deeds, agreements, etc) or statutory or other notices, the receipt of which it is necessary for the sender to establish, important letters replies to which are likely to be de-

delayed, should be acknowledged only on instructions from officers concerned.

4. Submission of Reports: It is often possible to extend the period of submission of periodical returns e.g. daily into weekly or monthly into quarterly returns. This should be ~~done~~ wherever possible.

5. Misdirected Letters: Some offices ask the writer to communicate again with the ~~paper~~ proper department or office. Time and paper are saved by passing on such letters.

6. All incoming envelopes received without economy labels must be opened carefully by slitting along an edge. For re-use, an economy label should be pasted over the old address and turned over, the open edge of the envelope ~~to~~ be gummed down.

7. Babul and Cactus thorns: These may be used conveniently by all offices instead of pins. The thorns may be purchased locally, if available. Cactus thorns may also be purchased from the Dewan, Puddukotta State, Madras at annas 8 per thousand.

8. Pencils: Pencils should be mended carefully by means of a knife. Pencil sharpening machines cause unnecessary wastage. A sharp point is wasteful and generally unnecessary, the lead should, therefore, be cut as little as possible to show a minimum usable amount of lead only.

9. Salvaging usable articles from files to be recorded: When files, proceedings

proceedings etc., are being recovered, care should be taken to salvage tags, pins, flaps, etc., and to return them to the stationery clerk for re-issue..

10. Anticipating additional demands for paper or printing.

It has been brought to the notice of Government that several newly created offices in the State indent for the supply of stationery articles disproportionate to their requirements without obtaining sanction of Government in the first instance. The Secretary to Government, Education Department, may be consulted by the Secretaries to Government (in other departments of Government) conveying sanction to the formation of new offices, at as early a stage as possible, before sending indents to the Superintendent, Government Stationery so that such preliminary planning as can be done may be arranged.

11. Use of Cut sheets of Carbon and Typing Paper.

It is reported that Typewriting carbon paper and typewriting paper are being supplied to offices by the Superintendent, Government Stationery in Foolscap Folio size and that the demand for these papers is also considerably on the increase. To minimise wastage in this direction departments and offices should see that some quantity of typing paper and carbon paper is supplied to their typing branches in half and ~~two~~ quarter sheets of ordinary carbon paper.

+ and quarter sizes at all times. Each typist should have with him at least two half quarter sizes

12. As regards the use of note sheets, reference is invited to ~~xxxxx~~ instructions issued in the matter in G.O. No.A.F.2856-933 P&S., 54-42-2 dated the 24th November 1942 which should be followed strictly.

Secretary to Government,
Education Department.

To

The Secretaries to Government.

The Heads of Departments.

The Deputy Commissioner of Districts.

The Presidents of District Boards,
through the Deputy Commissioners
of Districts.

The Superintendent, Government Stationery and Printing.

G.A.S.

16/9/44

# GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

## GENERAL AND REVENUE DEPARTMENTS.

**G. O. No. M. 2500-68—P. & S. 90-43-4, dated 22nd September 1944.**

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**Paper and Other Stationery Articles.**

Passes orders issuing instructions for further economising the use of ——.

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## OFFICIAL MEMORANDUM.

ORDER NO. M. 2500-68—P. & S. 90-43-4, DATED BANGALORE, THE 22ND SEPTEMBER 1944.

In view of the prevailing high prices of paper and stationery articles and the difficulty in obtaining supplies due to the present international situation, it has become imperative that utmost economy should be observed in the use of stationery. Instructions have been issued from time to time in the matter of economising the use of these articles. Government, however, consider that there is still avoidable wastage of paper and that this is largely due to adequate attention not being paid to this matter by the heads of offices. In view of the seriousness of the position, the Heads of Departments and other officers are once again requested to bestow their personal attention to this important matter and to effect the utmost economy in the use of paper and other stationery articles, avoiding sending supplementary indents as far as possible.

Government direct that the following instructions be adopted to further economise the use of paper and stationery articles.

1. (*a*) *Duplicating.*—An economy in both paper and effort can be made in many cases by delaying the circulation of non-urgent material until it can be used to fill up space on the urgent circular.

(*b*) Departments and offices must reduce the number of "duplicated" copies of instructions to the smallest possible quantities by instituting systems whereby each administrative unit shall receive one copy only and circulate it, rather than sections of that unit each receiving a copy. There must be no reduplicating of duplicated or printed matter.

(*c*) Stencils should be cut in the smallest type possible. The most economical size is the Elite type (12 letters to the inch). In offices where typewriters with this type are available and the volume of duplicating work is considerable, such machines should be set apart, as far as possible, for cutting stencils.

(*d*) It should be noted that where tabulated matter in single line spacing throughout would be difficult to read, the introduction of blank line space at regular intervals (say, after every fifth line) will be of great assistance. This style has practical advantages over unrelieved double-line spacing.

(*e*) Departments and offices in possession of duplicators should not allow operators to have uncontrolled access to stocks of paper. Paper should be issued for each separate job with the due allowance for spoils not exceeding two per cent of copies duplicated or one sheet of paper per stencil. Spoiled sheets of absorbent or semi-absorbent duplicating paper should be used for testing inking at the commencement of runs. Such sheets may for that purpose be used several times and they may also be used for blotting-off stencils prior to storage.

2. (*a*) *Correspondence.*—For use in the case of short letter, *e.g.*, in F'cap 8vo ($6\frac{3}{4}'' \times 4\frac{1}{4}''$) departments and offices should consider horizontal typing. This has advantages from the typing standpoint, makes far easier reading and if the printed or typed heading is arranged on not more than two lines, is at least as economical as the more usual vertical form.

(*b*) Dispense with covering letters for remittances, etc., where the contents explain themselves.

(c) The following further measures are recommended for general adoption :—

(i) the use of spare space on office memoranda and circulars to emphasize economy instructions ;

(ii) endorsing "See Paper Economy Instructions" on documents which do not observe these instructions so that others using the file would notice the comment.

3. *Acknowledgments.*—The routine acknowledgments of incoming letters, etc., should in general be confined to communications containing valuable documents (*e.g.*, deeds, agreements, etc.) or statutory or other notices, the receipt of which it is necessary for the sender to establish. Important letters replies to which are likely to be delayed, should be acknowledged only on instructions from officers concerned.

4. *Submission of Reports.*—It is often possible to extend the period of submission of periodical returns, *e.g.*, daily into weekly or monthly into quarterly returns. This should be investigated and acted upon wherever possible.

5. *Misdirected Letters.*—Some offices ask the writer to communicate again with the proper department or office. Time and paper are saved by passing on such letters.

6. *Envelopes.*—All incoming envelopes received without economy labels must be opened carefully by slitting along an edge. For re-use, an economy label should be pasted over the old address and turned over, the open edge of the envelope being gummed down.

7. *Babul and Cactus Thorns:*—These may be used conveniently by all offices instead of pins. The thorns may be purchased locally, if available. Cactus thorns may also be purchased from the Dewan, Puddukotta State, Madras, at 8 annas per thousand.

8. *Pencils.*—Pencils should be mended carefully by means of a knife. Pencil sharpening machines cause unnecessary wastage. A sharp point is wasteful and generally unnecessary, the lead should, therefore, be cut as little as possible to show a minimum usable amount of lead only.

9. *Salvaging usable articles from files to be recorded.*—When files, proceedings, etc., are being recorded, care should be taken to salvage tags, pins, flaps, etc., and to return them to the stationery clerk for re-issue.

10. Anticipating additional demands for paper or printing.

It has been brought to the notice of Government that several newly created offices in the State indent for the supply of stationery articles disproportionate to their requirements without obtaining sanction of Government in the first instance. The Secretary to Government, Education Department, may be consulted by the Secretaries to Government (in other Departments of Government) conveying sanction to the formation of new offices, at as early a stage as possible, before sending indents to the Superintendent, Government Stationery, so that such preliminary planning as can be done may be arranged.

11. *Use of Cut-sheets of Carbon and Typing Paper.*—It is reported that typewriting carbon paper and typewriting paper are being supplied to offices by the Superintendent, Government Stationery, in Foolscap Folio Size and that the demand for these papers is also considerably on the increase. To minimise wastage in this direction, departmants and offices should see that some quantity of typing paper and carbon paper is supplied to their typing branches in half and quarter sizes at all times. Each typist should have with him at least two half and two quarter sheets of ordinary carbon paper.

12. As regards the use of note-sheets, reference is invited to instructions issued in the matter in G. O. No. A. F. 2856-933—P. & S. 54-42-2, dated 24th November 1942 which should be followed strictly.

N. S. HIRANNAYYA,
*Secretary to Government,*
*Education Department.*

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Presidents of District Boards through the Deputy Commissioners of Districts.
The Superintedent, Government Stationery and Printing.